



The Woodlands Township

The Woodlands, Texas

Request for Bid – 2017 Race Photography Contract # C-2017-0090

Scope of Services

To select and identify a vendor to provide high quality photography services for three (3) identified race events in various locations throughout the community which are produced by The Woodlands Township:

- TWFG Muddy Trails Bash;
- CB&I TRI – The Woodlands; and
- Memorial Hermann 10 for Texas.

General Specifications

- The Woodlands Township reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous and to waive irregularity in the proposals.
- By bidding, the bidder acknowledges and will adhere to all specifications as stated within this proposal packet.
- Proposals shall be firm for the year 2017 (February 1, 2017 - December 31, 2017).
- All Proposals shall be described in a separate letter addressing all specifications outlined in the proposal packet. The proposal shall outline experience and proven ability to successfully perform the specified work, along with experiences with similar scope of services, quality and reliability and references.
- All blanks spaces must be filled in, in ink or typewritten and the Proposal form must be fully completed and executed when submitted. Proposer shall **complete every space** in the proposer's initials column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.
- The Woodlands Township shall not be liable for any costs incurred by proposers in responding to this proposal or for the performance evaluation, if required.
- Evaluation of proposal takes into account the following considerations: References, vendor's alternative services (i.e. marketing/eblast opportunities), experience with similar events, knowledge of The Woodlands and knowledge of the race community.
- Any questions about the meaning, the intent or the specifications can be inquired by the Bidder through email only. Submit all questions to Megan Lichenstein, Development Manager, at mlichenstein@thewoodlandstowship-tx.gov no later than **noon on Wednesday, February 1, 2017**.
- All Proposals must be received by The Woodlands Township – Development Division, 2801 Technology Forest Boulevard; The Woodlands, Texas 77381 no later than **1 p.m. on Friday, February 3, 2017**.

Release Date: January 27, 2017

Specifications and Acknowledgment

Proposer shall **complete every space** in the proposer's initials column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.

Description of Requirement		Bidder's Acknowledgement
1	Proposal shall be inclusive of all costs related to the provision of photography services (staff, vehicles, set up, tear down, equipment, insurance, etc) to meet the requirements of this scope of work and specifications.	
Events – Dates/Participation/Locations/Duration		
2	Event: TWFG Muddy Trails Bash – 10K, 5K, 2K-9 Dog Fun Run and Little Muddy Kids' Fun Run Event Date: Saturday, April 1, 2017 Estimated Participants: 1,775 5,000+ Total Attendance Estimated Duration: 5 hours (3 to 8 p.m.) Location: The Lodge at Rob Fleming Park – 6055 Creekside Forest Drive; The Woodlands, Texas 77389	
3	Event: CB&I TRI – The Woodlands Sprint Triathlon Event Date: Saturday, May 6, 2017 Estimated Participants: 1,400 3,500+ Total Attendance Estimated Duration: 4 hours (7 to 11 a.m.) Location: Northshore Park – 2505 Lake Woodlands Drive; The Woodlands, Texas 77380	
4	Event: Memorial Hermann 10 for Texas – 10 Mile Road Race, 3.1 Armadillo Run 5K, and One 4 Texas Kids' Fun Run Event Date: Saturday, October 14, 2017 Estimated Participants: 3,400 5,000+ Total Attendance Estimated Duration: 4 hours (7 to 11 a.m.) Location: Market Street – 9595 Six Pines Drive; The Woodlands, Texas 77380	
Standard of Conduct and Appearance		
5	Events are family oriented, catering to all ages. Vendor shall exhibit proper decorum and act in a professional manner during all events and programs. Vendor may not smoke or drink alcoholic beverages while providing services to The Township that are outlined in this Bid.	
6	Adherence to image standards - meaning each employee will be identified by a company uniform (shirt, pants, shorts, etc).	
Participant Photos		
7	At minimum, photograph each participant along the course and crossing the finish line. Vendor is permitted to take photos at the race site and along the race course permitting they do not interfere with race management.	
8	Race photos shall be posted to the vendor's website no later than five (5) business days following the race.	
9	Promotional Photography – The vendor shall provide to The Woodlands Township for each of the races no later than two (2) weeks after the date of the race: <ul style="list-style-type: none"> • CD/Portable Storage Device or link for photo download with promotional 	

	<p>pictures taken for each race.</p> <ul style="list-style-type: none"> • High Resolution Images in a JPG (*.jpg) format. • Unlimited Copyright for promotional photographs to be used in brochure, website and any other marketing needs. • Post-Race Photos – 10% of photos requested to be of the post-race party. 	
Owner Deliverables		
10	<p>The Township will provide:</p> <ul style="list-style-type: none"> • Company name/logo in participant eblasts to promote race photography (information to be provided by vendor). • Link to company website/race photos on race webpages. • Opportunity to be included in participant packets. Vendor shall be required to provide sufficient brochures for each race three (3) weeks prior to the event. • Credentials for ease of access along the race routes. 	
Rainout/Cancellation Procedure		
11	Races are rain or shine events and will not be cancelled unless inclement weather and/or circumstances are deemed to be a safety hazard for the participants. In some cases, the event could be postponed with changes made to the overall event.	
Communication		
12	Selected vendor shall be capable of receiving communication and orders by fax, web, email, and via phone call/message.	
Insurance Requirements		
13	Selected vendor shall provide The Woodlands Township acceptable proof of insurance which meets the requirements as identified in the proposal packet Attachment A.	
Proposal Evaluation		
14	Evaluations of the bid will be based on fee or in-kind services or a combination thereof provided by the vendor of services for specified events.	
15	Bidder is required to submit three (3) references of previous projects/services of similar size and scope races/events. The reference list shall include with addresses and contact information that the vendor has provided to similar clients within the past two (2) years.	
16	Evaluations will be based on the vendors experience and proven ability to successfully perform the specified work, along with experiences with similar scope of services, quality and reliability and references.	
17	Proposer is required to submit three (3) photos to showcase the proposer's quality of work and range of photography services.	
18	<p>Proposals will be scored on the following criteria:</p> <p>40% - Vendor's Deliverables</p> <p>20% - References</p> <p>15% - Knowledge of the Race Community</p> <p>15% - Knowledge of The Woodlands</p> <p>10% - Quality Photography and Experience</p>	

PROPOSAL EVALUATION

1. Briefly describe your company's primary services.

2. Please outline your knowledge of The Woodlands and experience with working in the area.

3. If awarded the bid, what additional marketing opportunities, if any, could your company provide to The Woodlands Township? i.e. inclusion in eblasts, banner ad promotions, Facebook promotions.

I, _____, certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion of fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Signature

Name (please print)

Company and Address

References

Please provide information from three (3) references.

1. Agency/Company:

Contact Name:

Contact Phone:

Services delivered:

2. Agency/Company:

Contact Name:

Contact Phone:

Services delivered:

3. Agency/Company:

Contact Name:

Contact Phone:

Services delivered:

ATTACHMENT A

Insurance Requirements

Vendor agrees to maintain and require its subcontractors to maintain at all times the following coverage at no less than the limits indicated:

Worker's Compensation Insurance -	Statutory	
Employers Liability	-	\$100,000
Automobile Liability (Including Owned and Non-Owned autos)		
Bodily Injury	-	\$250,000 each person
	-	\$500,000 each occurrence
Property Damage	-	\$100,000 each occurrence
Commercial General Liability		
Combined Single Limits for Bodily Injury and Property Damage:		
Each occurrence for premises/operations:		
Broad form CGL liability coverage	\$1,000,000	-
Products/ Operations aggregate	\$1,000,000	-
Advertising Injury	-	\$1,000,000 -
General Aggregate	-	\$2,000,000 -
Umbrella Liability		
	-	\$1,000,000 each occurrence
	-	\$1,000,000 annual aggregate
	-	\$ 25,000 self insured retention

Vendor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to The Woodlands Township, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to The Woodlands Township shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against The Woodlands Township and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Vendor shall furnish certificates which shall identify The Woodlands Township to The Woodlands Township in duplicate, evidencing compliance with all requirements herein. The limits of such insurance shall in no way be construed as limiting Vendor's obligation to completely defend, indemnify and hold harmless The Woodlands Township.